

# COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

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Fall 2010

## Food Service Financial Report for Independent Agencies is Due

All for profit, nonprofit and public agencies that participated in the Child and Adult Care Food Program (CACFP) at anytime between October 1, 2009 and September 30, 2010 must complete a Nonprofit Food Service Financial Report.

Independent agencies (only one site) participating in the program report annually using form PI-1463, *Nonprofit Food Service Financial Report for Independent Centers*. A copy of this form can be found on the DPI website below. This form reflects the total actual costs and income incurred in your agency's food service program during the period of October 1, 2009 – September 30, 2010. This report is due to DPI no later than November 1, 2010. Please contact Cari Ann Muggenburg by phone or e-mail if you have any questions or need an extension of this due date. (See below for contact info)

Sponsoring Organizations (two or more sites on the CACFP) participating in the program should have already been reporting actual costs and income incurred in your agency's food service program on a quarterly basis. All Sponsoring Organizations of affiliated Child or Adult Centers should be using form PI-1463-A, *Nonprofit Food Service Financial Report for Sponsoring Organizations of Centers*, found in Guidance Memorandum #11. All Sponsoring Organizations of Homes should be using form PI-1463-B, *Nonprofit Food Service Financial Report for Family Day Care Home Sponsors*, found in Guidance Memorandum F. The third quarter report was due into our office on September 1, 2010. The fourth quarter report should reflect actual food service program income and costs incurred during the period of July 1, 2010 – September 30, 2010. The fourth quarter report is due to DPI no later than December 1, 2010.

All Nonprofit Food Service Financial Reports must be sent by either e-mail to [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov); fax at 608-267-0363; or postal mail to *Department of Public Instruction, Attn: Cari Ann Muggenburg, PO Box 7841, Madison, WI 53707-7841*. You will only receive a confirmation of receipt if the form is sent via e-mail. Failure to submit this report by the required due date may affect your agency's future participation in the CACFP. A blank copy of all forms mentioned above,

including all Guidance Memorandums, can be found at our website at <http://dpi.wi.gov/fns/>. Click on the "CACFP Memos" located on the left hand side of the page, and then click on the appropriate set of Guidance Memorandums. If you have any questions please contact Cari Ann Muggenburg by phone at 608-264-9551 or e-mail at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).

## FY 2011 Contract Applications

Online contracts for the FY 2011 (October 1, 2010 – September 30, 2011) were due online by September 20, 2010. In order to continue participation in the CACFP during the FFY 2011 program year you must complete and submit the application and site application(s) using the online system. The on-line CACFP application and all other supporting documentation, including the instruction manual, can be found at the following website: <http://dpi.wi.gov/fns/cacfpapps.html>.

## Head Start Children in Child Care Centers

Any child who is enrolled in Head Start and that attends another child care center part time is automatically qualified as free without having to collect a Household Size-Income Statement, as long as the child care center obtains documentation from the Head Start Agency that the child is currently enrolled in Head Start. A copy of an approved Head Start application for the child's family or statement of enrollment in the Head Start Program must be on file, or the determining official must obtain equivalent documentation. Equivalent documentation will consist of a list of the names of the Head Start participants and a certification statement that the children are currently enrolled as participants in a Head Start Program. This documentation must include the signature or facsimile of a Head Start employee authorized to provide certification on behalf of the Head Start office and the date. At the beginning of each subsequent year, the determining official of the child care center must establish whether each Head Start child continues to meet the conditions for automatic eligibility (i.e., the child is still enrolled in Head Start).

# Farm to Childcare - OK to Serve At Your Center?

## Raw Milk

Raw milk is not an allowable form of milk to be served in child care centers. The Wisconsin Licensing Rules for Group Child Care Centers only allows “milk and milk products which are pasteurized and meet the Grade A milk standards of the Wisconsin Department of Agriculture, Trade and Consumer protection to be served or used.” USDA CACFP regulation further supports this rule, stating that “milk means pasteurized fluid types of unflavored or flavored whole milk, low fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk.”

## Farm Fresh Eggs

Farm fresh eggs are an allowable food per Wisconsin licensing regulations as specified in the commentary version of the Wisconsin Licensing Rules for Group Child Care Centers. The rules state that “home-raised eggs are acceptable by exception with parental and food program permission.” Therefore, it is allowed if you first make **ALL** of your children’s’ parents aware you will be serving farm fresh eggs, and receive and document their permission to do so.

However, even though licensing makes allowances for the use of farm-fresh eggs in your center, you should consider the following risks when deciding whether or not to serve farm-fresh eggs:

- Can you assure the food safety practices with regards to where the hens originated from, the environment in which the hens are kept and fed, and the process involved in the laying and collection of eggs? The recent salmonella outbreak, which recalled nearly half a billion eggs, is being attributed to rodent droppings consumed by chickens, shipments of contaminated hens, or tainted feed. The strain of salmonella infecting the eggs is found inside a chicken’s ovaries and then gets inside the egg.\*
- Farm fresh eggs may or may not be pasteurized because it is not a requirement. In addition, all shell eggs, either purchased directly from a farm or a store, may not be pasteurized because it is not a requirement;
- If the eggs are not pasteurized then producers need to make sure that they are stored and transported at temperatures less than 45 degrees and are supposed to include a statement on the eggs’ packaging about consumers handling eggs, i.e. cooking eggs thoroughly, etc.

Further, the Food and Drug Administration has issued a warning for the consumption of raw shell eggs. Susceptible populations such as young children, pregnant women, the elderly, and those with compromised immune systems should avoid eating raw, undercooked, or **unpasteurized** fresh eggs to avoid food borne illness (Food Buying Guide, page 1-36).

\*Recall expands to more than half a billion eggs. (2010). Retrieved August 24, 2010 from [http://www.msnbc.msn.com/id/38741401/ns/health-food\\_safety/](http://www.msnbc.msn.com/id/38741401/ns/health-food_safety/)

## Garden Fruits and Vegetables

It is permissible to use produce from a center garden, a garden from one of your children’s families, or to purchase produce from a farmer’s market. Be sure to use the same food safety practices with home-grown produce as you would with produce purchased from a store or vendor. Inspect the produce for any damage, mold, bruises, etc. and discard if it is not acceptable; wash to remove soil and other contaminants before serving or cooking.

## Attention all Public Schools participating in the CACFP

If you are a public school that participates in the Child and Adult Care Food Program (CACFP) please ensure that you are accounting for your CACFP funds correctly. All CACFP Revenue and Expenditures must be recorded in your Fund 50 account under Project Code 551. This revenue and expenditure report will be used to support the quarterly CACFP Nonprofit Food Service Financial Reports that you send to DPI.

For example, if you are a School District that claims supper meal service through the Child and Adult Care Food Program the costs that your district incurs and the reimbursement you receive as a result of these meals should be coded as follows:

### **Revenue**

CACFP Meal Service Reimbursement – Fund 50, Source 717, Project 551  
CACFP Cash in Lieu of Commodities – Fund 50, Source 715, Project 551

### **Expenditures**

Salaries – Use Object Code 100 under Project 551  
Benefits – Use respective Object Code 200 under Project 551  
Purchased Food Supplies – Use Object Code 410 under Project 551  
Purchased Kitchen Supplies – Use respective Object Codes 400 under Project 551  
Purchased Services (included Vendor Services) – Use respective Object Code 300 under Project 551

Since the Child and Adult Care Food Program is a separate federal program from the National School Lunch and School Breakfast Programs it is essential that the accounting for the revenue and expenditures in these programs are easily identifiable and support the quarterly CACFP Nonprofit Food Service Financial Reports that are submitted to Cari Ann Muggenburg on the Community Nutrition Team (CNT) at DPI.

Note: For all school districts participating in the Child and Adult Care Food Program, when reporting your annual expenditures and revenues to the School Nutrition Team (SNT) the CACFP should be reported under the “A la Carte” section of the report.

If you have any questions regarding this process please do not hesitate to contact Cari Ann Muggenburg by e-mail at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov) or by phone at 608-264-9551.

# The GLOVE Debate

Is wearing gloves necessary when preparing and handling food? During the 2010 CACFP Summer Training, DPI staff learned of a wide range of glove use occurring in centers; from staff requiring glove use at all times to others believing that hand washing is sufficient. Here we will cover the different regulations on food handling so that you can decide which practice is best for your center.

The Wisconsin Licensing Rules for Group Child Care Centers requires that food preparation staff wash their hands with soap and warm running water before starting work, before and after handling food, and after using the toilet; and employees with an open or infected wound/sore must cover the wound with a nonporous glove.

Another regulatory body is the Wisconsin Department of Agriculture, Trade and Consumer Protection which issues the Wisconsin Food Code, regulation geared toward more commercial food establishment operations, yet nonetheless defines its purpose as being to safeguard public health and provide food that is safe, unadulterated, and honestly presented. The Food Code states that food preparers may not touch exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as spatulas, tongs, or single-use gloves (one pair of gloves may not be used for multiple tasks). It further discusses the use of single-use gloves when working with ready-to-eat foods or raw animal foods, used for no other purpose, and discarded when they become damaged, soiled, or when interruptions occur in the operation.

So what should you make of all of this? On one hand licensing requires hand washing, while on the other hand the Food Code discusses not touching foods with bare hands and the use of single-use gloves. Before you make a decision for your center, let's take this one step further to illustrate the importance of preventing cross-contamination, regardless of the method of food handling you choose:

Imagine it is lunch time and your cook is busily preparing a nutritious meal for the children in your center. On the menu are ham and cheese sandwiches, carrots sticks, and canned peas. The cook washes her hands and puts on a pair of gloves to further protect the food from any bacteria that might still be on her hands. She then proceeds to prepare the meal: taking the ham, cheese and carrots sticks out of the refrigerator, and getting canned peas from a cabinet, opening with a manual can-opener and pouring into a pot. While the peas are warming up she lays slices of bread out on a cutting board and carefully places layers of ham and cheese in-between two slices. She then cuts the sandwiches in half and sets them on individual plates. Next she grabs a handful of carrots to go along side each sandwich, and then spoons peas onto the plate as well. Sound like a healthy lunch? Think again.

While the cook meant well by washing her hands and putting on gloves, she completely cross-contaminated the food by touching

non-food objects and then touching the ready-to-eat food. Among things the cook did incorrectly were touching the refrigerator door handle to get the ham, cheese and carrots, touching cabinet doors, canned goods, can openers and pots and THEN touching the ready-to-eat food items bread, ham and cheese slices, and carrots. The cook cross-contaminated the food with any bacteria transferred to her gloves from the refrigerator door, cabinets, cans, kitchen utensils and pots, which are all surfaces where bacteria are lurking. This same scenario occurs with bare-hand food preparation.

With all of this said, regardless of which food handling method you choose ensure that your food preparers are not cross-contaminating food, their hands or gloves by touching multiple surfaces before and during food preparation. When a surface other than ready-to-eat food or raw animal food is touched, or when switching between handling both types of food products, hands should be re-washed or gloves should be changed before touching food again. These same considerations apply to food servers, i.e. teachers and helpers who might be serving food to children in the classroom or cafeteria.

## Training Presentations Available on CACFP Website

If you missed the annual CACFP trainings this summer, we've posted the PowerPoint (PP) presentations for you to view on our website at: <http://dpi.wi.gov/fns/training.html>. The Feeding Kids in the CACFP includes PP presentations about Nutrition and Meal Planning (including sample menus and recipes), Portion Sizes, CN Labels – Crediting Foods, and Food Safety and Sanitation. The CACFP Recordkeeping Training includes the following PP presentations: A Review of the CACFP Contract and Guidance Memorandums, Are You Ready for a CACFP Review, Civil Rights, and Sponsoring Organization Requirements. Please visit the website above and check out the additional training resources. If you have any questions, please contact your assigned Consultant.

## Welcome New Agencies

So Blessed Inc, Milwaukee  
Kiddzland 2 LLC, Appleton  
L & H Ventures LLC, Chippewa Falls  
World of Wonders ELC, Eau Claire  
Riddles & Rhymes Child Care Center, Brodhead  
St. Paul Evangelical Lutheran Church, Wauzeka  
Hometown Schoolhouse, Antigo  
Kiddie Campus of Blue Mounds, Mt. Horeb  
Cradles 2 Crayons CCC LLC, Durand  
Petey Petey Putt Putt, Plainfield  
Almost Home Academy II, Racine  
Boys & Girls Club of Dane County, Madison

A link to policy memos issued from USDA can be found on our website under **USDA CACFP Policy Memos** at: <http://dpi.wi.gov/fns/cacfp1.html>

# Division for Finance & Management

Community Nutrition Programs FAX . . (608) 267-0363

## Community Nutrition Team

**Amanda Kane, RD, CD,**

**Director** . . . . . (608) 267-9123

Amy Kolano, RD, CD, Coordinator,

Summer Food Service Program . . . . . (608) 266-7124

Barb Douglas, Office Operations Associate. (608) 267-9129

**Ellen Sullivan, RD, MS, CD**

**Team Leader** . . . . . (608) 267-1070

Cari Ann Muggenburg, Auditor-Senior. . . (608) 264-9551

## Nutrition Program Consultants

Moryah Becker, RD . . . . . (608) 266-9982

Lisa Calderone . . . . . (608) 266-5763

Renee Drake . . . . . (608) 266-3874

Kim Musiedlak . . . . . (608) 264-9542

Monica Owsich, RD, CD . . . . . (608) 267-2373

Molle Polzin, RD, CD . . . . . (608) 267-9210

Mike Ryan . . . . . (608) 267-9130

Jill Schneeberg . . . . . (608) 261-6334

## Federal Aids and Audit Fiscal Unit

Federal Aids and Audit FAX . . . . . (608) 267-9207

Jacque Jordee, Financial Specialist . . . . . (608) 267-9134

Angie Moen, Financial Specialist . . . . . (608) 267-9196

Rick Fairchild, Accountant . . . . . (608) 266-6856

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<http://dpi.wi.gov/fns>



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## CACFP Today

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Kimberly Musiedlak  
Nutrition Program Consultant  
Wisconsin Department of Public Instruction  
P. O. Box 7841  
Madison, WI 53707-7841  
608-264-9542 or 1-800-441-4563  
[Kimberly.Musiedlak@dpi.wi.gov](mailto:Kimberly.Musiedlak@dpi.wi.gov)  
[www.dpi.wi.gov/fns](http://www.dpi.wi.gov/fns)



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## October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
<b>Fire Prevention Week</b> <a href="http://www.nfpa.org/index.asp">http://www.nfpa.org/index.asp</a>						
10	11 Furlough Day	12	13	14	15 Claim Due <sup>2</sup>	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

## November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
<b>Nonprofit Food Service Financial Report for Independent Agencies is due November 1, 2010</b>						
7	8	9	10	11 Veterans Day	12	13
14	15 Claim Due <sup>2</sup>	16	17	18	19	20
21	22	23	24	25 Thanks-giving Day	26 Furlough Day	27
28	29	30				

## December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Pear Month <a href="http://www.usapears.com">www.usapears.com</a>			1 Qtrly NPFS Report Due <sup>1</sup>	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Claim Due <sup>2</sup>	16	17	18
19	20	21	22	23	24 Happy Holidays	25
26	27	28	29	30	31 Happy New Year!	

<sup>1</sup>Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

<sup>2</sup>Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15<sup>th</sup> of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

**\* DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/news/trent.html>.